

TRANSIENT PERSONNEL UNIT PUGET SOUND INSTRUCTION 11320.1B

Subj: FIRE BILL

Ref: (a) SUBASEINST 11320.2E

Encl: (1) Transient Emergency Evacuation Plan (First Deck)
(2) Transient Emergency Evacuation Plan (Second Deck)
(3) Transient Emergency Evacuation Plan (Third Deck)

1. Purpose. To establish procedures and furnish instructions for the expeditious implementation of fire prevention and evacuation plans of Transient Personnel Unit Puget Sound Building 2019.

2. Cancellation. TRANSITPERSUINST 11320.1A

3. General. The fire prevention program, fire evacuation, and immediate action plan is based on the following:

a. The saving of lives.

b. Security, control, and protection of government property.

4. Responsibility.

a. The Commanding Officer of TPU is responsible for ensuring all personnel of TPU are thoroughly indoctrinated in all aspects of the fire bill.

b. It is the responsibility of all personnel, staff and transients to be on the alert for fire and fire hazards, to prevent and report immediately any fires or fire hazards.

c. TPU Building Officer:

(1) Ensure a monthly inspection of fire extinguishers is conducted.

(2) Ensure residents are instructed at Indoctrination on the location and use of fire alarms, firefighting equipment, egress routes, and mustering procedures for fire evacuation.

(3) Ensure fire bills and enclosures (1) through (3) are posted in appropriate locations.

(4) Coordinate training with Fire Department.

5. Action.

a. Fire (Drill).

(1) Periodicity: Full evacuation drills will be conducted every two months, or more often if requested by SUBASE Fire Department, and monitored by a Fire Inspector.

(2) TPU Safety Officer: Coordinate with SUBASE Fire Inspector (731-8052) 24 hours prior to a full evacuation drill. Notify TPU Commanding Officer, Executive Officer, CDO, and Chief Master-at-Arms (CMAA) at least 15 minutes prior to the drill.

(3) Plan:

(a) Evacuation Drill: Fire Inspector will sound the alarm. All personnel, upon hearing the fire alarm (high pitch electric siren or word of mouth), will proceed to the nearest exit in an orderly manner, and muster at Medical Clinic Bangor's parking lot.

(b) The quarterdeck watch will ensure the building is clear by entering all decks through the outside doors (using the quarterdeck master key) checking for any personnel. If time permits, close windows, doors, and notify personnel by word of mouth.

b. Fire (Not Drill). Any time a fire is located, no matter how small or large, the following actions will be taken:

(1) Locate nearest fire alarm pull box and activate the alarm.

(2) Notify the quarterdeck watch, giving type, location, and approximate size of the fire. The quarterdeck watch will notify the Fire Department (6-4333/4444), TPU Commanding Officer, Executive Officer, CDO, and CMAA as to the location of the fire. Notify SUBASE CDO by telephone, as time permits.

(3) Quarterdeck watch will muster all staff and transient personnel in the Medical Clinic Bangor parking lot.

(4) Attempt to fight the fire only if it presents no danger to personnel.

(5) After normal work hours: TPU Commanding Officer, Executive Officer, and CDO will be notified as soon as possible after the Fire Department has been notified. TPU CDO will be responsible for muster reports.

6. Personnel who fail to evacuate the TPU Building during a fire/fire drill will be subject to disciplinary action.

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Distribution:
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